



# London Borough of Newham Guide for Entering Bank Details On the Portal

The purpose of this guide is to provide suppliers with details in how they register as a supplier on the Councils supplier portal.

The process is in 2 parts, the initial registration as a Prospective Supplier and if agreed by the Council the supplier being promoted to Spend Authorised.

As a prospective supplier, suppliers are able to view and respond to tender opportunities but cannot receive purchase orders or be paid by the Council. To receive purchase orders or be paid as a supplier they need to be promoted to Spend Authorised. The process of promoting a supplier to Spend Authorised can depend on a number of factors but typically these are:

- a supplier successfully being awarded a contract
- the Council selecting to do business with a supplier, typically for low value purchase orders

To register as a prospective supplier there are 7 steps as shown in the **Fusion Supplier Registration Guide**. Please ensure you complete each section, failure to do so may delay the process of supplier registration process.

If the Council requires the supplier to be promoted to spend authorised, the Council will initiate this process and email the supplier confirmation of this being actioned, to complete the supplier registration please complete the steps in this guide.

If you have any questions regarding the process please contact [procurement.support@newham.gov.uk](mailto:procurement.support@newham.gov.uk).

## **Stage 2 Complete the Supplier Registration**

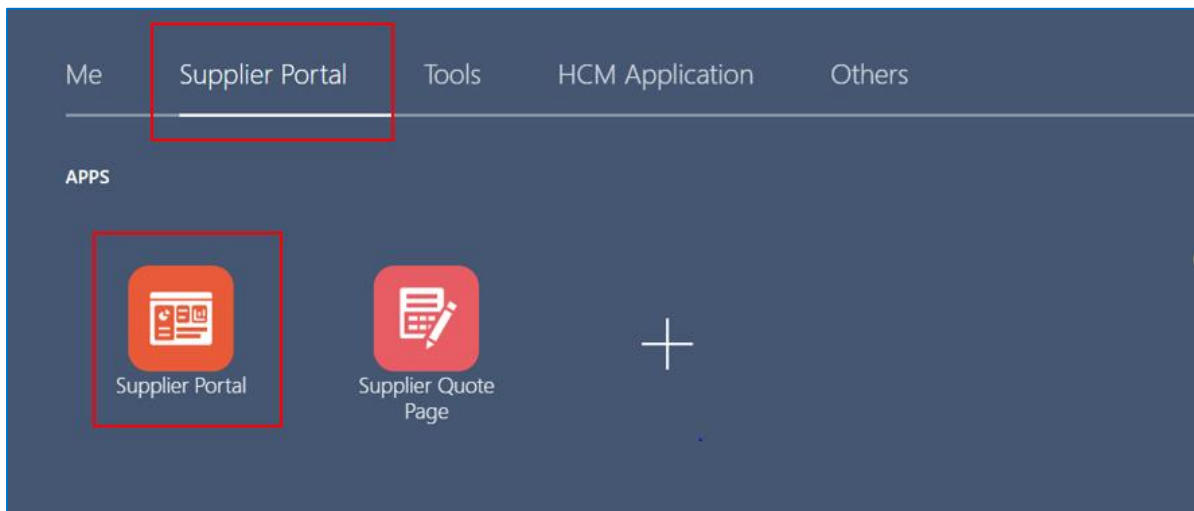
**Please note** that as the portal is an Oracle Fusion Cloud based application it is highly advised / recommended that suppliers use Google Chrome or Microsoft Edge as their browser when both registering on the portal and thereafter once registered.

After the Council has initiated the supplier being promoted to spend authorised the supplier will receive an email notifying them of the change and requesting that they update their account.

Please follow these steps to provide your bank account details and submit them to the Council.

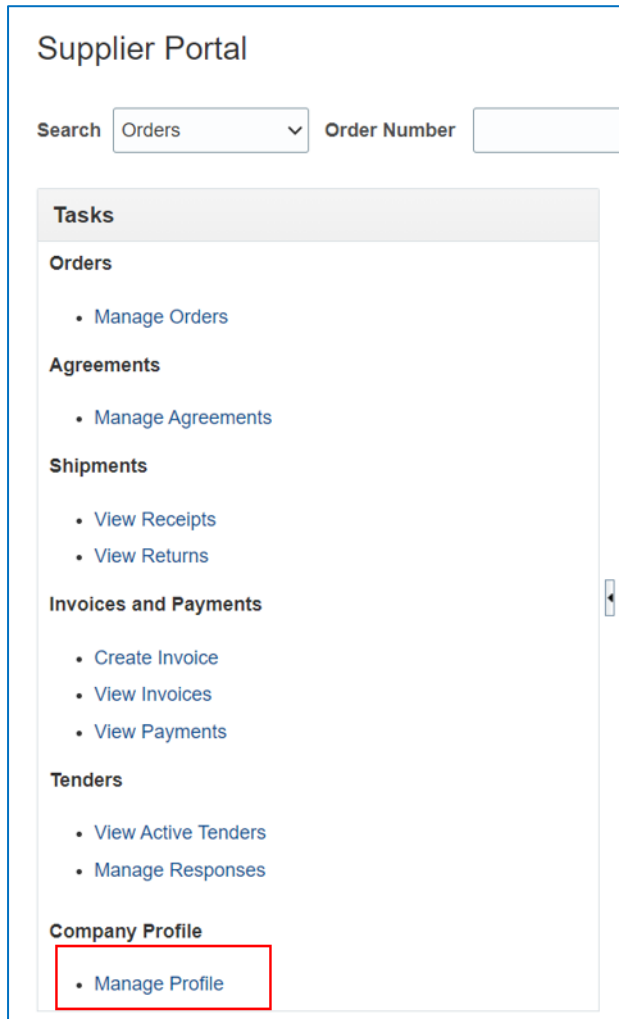
### **Step 1**

Click on the supplier portal tab below



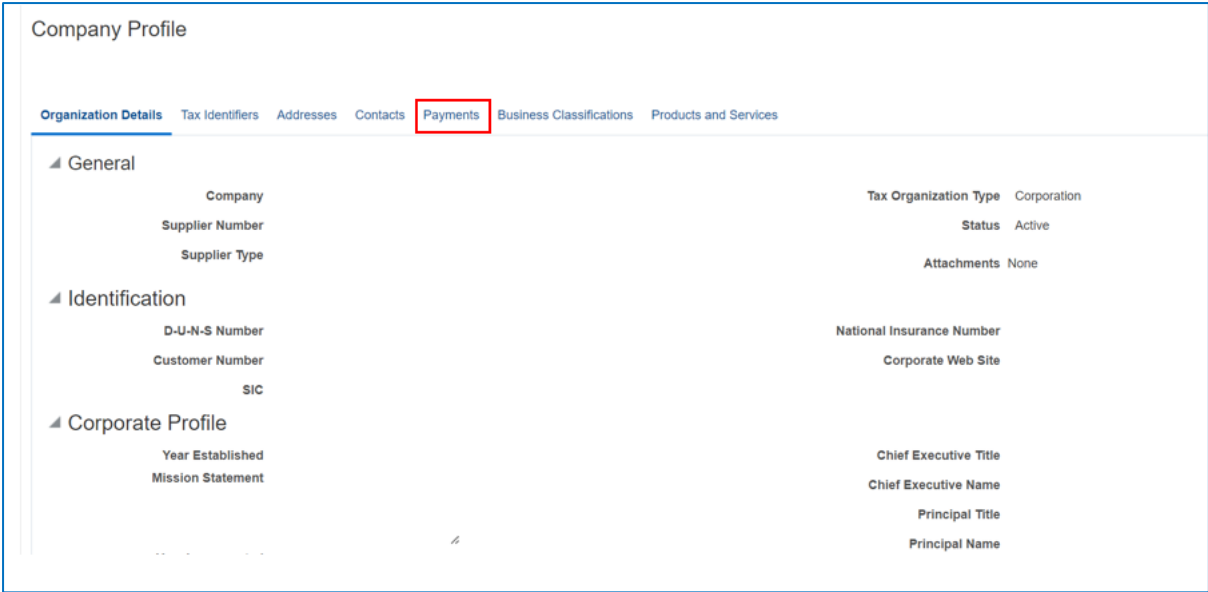
## **Step 2**

Click on the manage profile icon below



## **Step 3**

Click on the payments icon as shown below



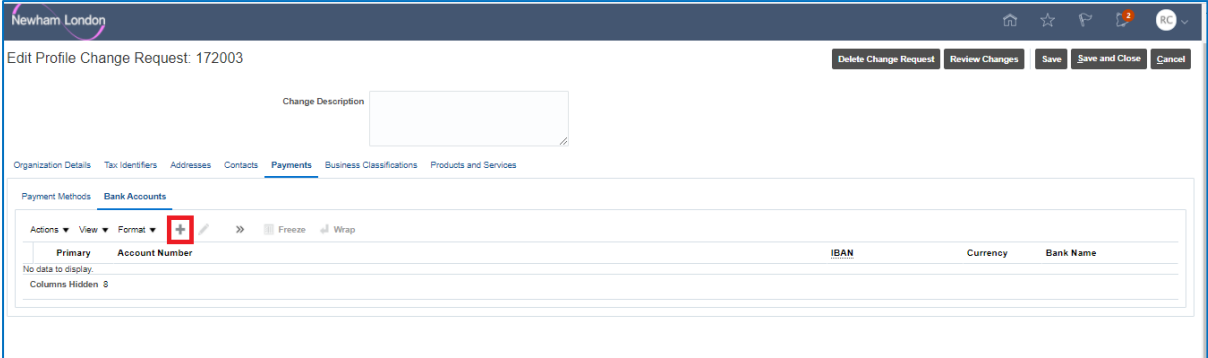
**Step 4**

Click edit, then click on the payments tab and then click on bank accounts.



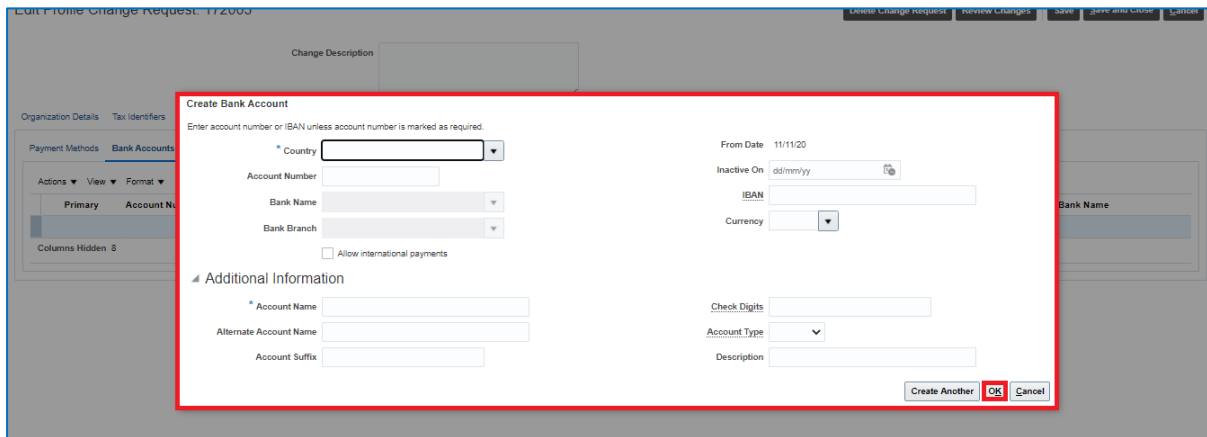
**Step 5**

Click on the + icon.



## Step 6

This screen will open as a pop up, provide the information requested using the drop-down options as available. **Please note** that the bank branch field is for your sort code, please enter this as 1 number with no spaces or dashes. Once complete, click ok.



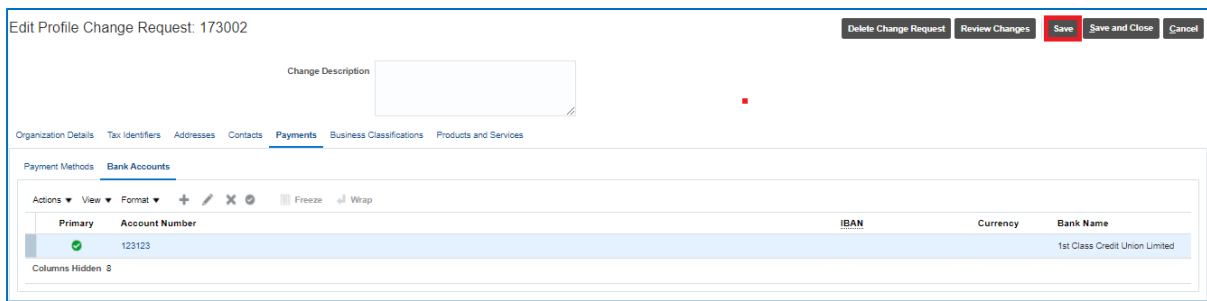
The screenshot shows a 'Create Bank Account' pop-up form overlaid on a 'Edit Profile Change Request' page. The form contains the following fields:

- Enter account number or IBAN unless account number is marked as required.
- \* Country (dropdown)
- Account Number (text input)
- Bank Name (dropdown)
- Bank Branch (dropdown)
- Allow international payments
- From Date: 11/11/20
- Inactive On: dd/mm/yy (calendar icon)
- IBAN (text input)
- Currency (dropdown)
- Additional Information section:
  - \* Account Name (text input)
  - Alternate Account Name (text input)
  - Account Suffix (text input)
  - Check Digits (text input)
  - Account Type (dropdown)
  - Description (text input)

Buttons at the bottom right: Create Another, OK, Cancel.

## Step 7

To ensure this information is saved, click save as shown below.



The screenshot shows the 'Edit Profile Change Request' page for request 173002. The 'Save' button in the top right corner is highlighted in red. Below the form, the 'Bank Accounts' section is visible, showing a table with the following data:

Primary	Account Number	IBAN	Currency	Bank Name
<input checked="" type="checkbox"/>	123123			1st Class Credit Union Limited

## Step 8

The Council requires suppliers to provide verification of their bank account details. Click on Organisation Details and in the attachments add a company letter headed page as a PDF confirming the details of your bank account and have this signed by a Director/owner of the supplier.

When you have attached the document click **review changes** as shown below.

Edit Profile Change Request: 173002 Delete Change Request **Review Changes** Save Save and Close Cancel

Last Saved: 22/11/20 20:43

Change Description

**Organization Details** Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name Sportable Limited  
 Supplier Number 910530  
 Supplier Type

Tax Organization Type Individual  
 Status Active  
**Attachments None**

Identification

D-U-N-S Number 343425978  
 Customer Number   
 SIC

National Insurance Number   
 Corporate Web Site

**Step 9**

If you are happy with the information provided and have attached the letter headed confirmation click submit as shown below

Review Changes Edit **Submit** Cancel

Change Description

Bank Accounts

View  Format  Freeze  Wrap

Primary	Account Number	IBAN	Currency	Bank Name	Details
<input checked="" type="checkbox"/>	123123			1st Class Credit Union Limited	<input type="text"/>

Columns Hidden

The information provided will now be checked by the Council’s finance team and as appropriate you will be promoted to Spend Authorised.